



National Science Foundation

Senior Executive Service Vacancy

ANNOUNCEMENT NUMBER: S20030016-C

OPEN: 11/20/2002

CLOSE: 12/20/2002

POSITION VACANT: Deputy Director, Division of Administrative Services (DAS) **LOCATION:** Arlington, VA

SALARY RANGE: ES-1 to ES-3 (\$125,972 - \$137,901) **AREA OF CONSIDERATION:** All Qualified Applicants
Announcement is for a career appointment.

STATEMENT OF DUTIES: Serves as a member of the OIRM executive team and participates with the Division Director in providing leadership and direction to the Division that supports the Foundation's varied and complex administrative activities. Serves as a key advisor to the Division Director in all phases of DAS activities. Participates fully with the Division Director in the management of the Division with special responsibility for day-to-day operations of administrative services and systems, and internal division activities. Information about DAS and their services can be found on their website at www.nsf.gov/oirm/das/start.htm.

QUALIFICATION REQUIREMENTS

EXECUTIVE/MANAGERIAL

Essential

1. **Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity – to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.
2. **Leading People.** Demonstrated ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals. Includes knowledge and ability in promoting quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts.
3. **Results Driven Leadership.** Demonstrated to stress accountability and continuous improvement, to make timely and effective decisions, and to produce results through strategic planning, and the implementation and evaluation of programs and policies.
4. **Business Acumen.** Demonstrated ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision-making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communication.** Demonstrated ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. Involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization. Includes the ability to interact constructively with Federal officials, representatives of professional organizations, and the public sector.

Desirable

1. Demonstrated ability to achieve organizational goals through effective and innovative management of web based systems development and implementation.

PROFESSIONAL/TECHNICAL

Essential

1. Significant experience managing varied, complex business processes and administrative operations.

2. Broad knowledge of and experience with Federal administrative policy and regulations covering various administrative functions which include operations such as Federal procurement practices and electronic commerce, Federal policy and practices pertaining to electronic records, Federal information dissemination and accessibility issues as they pertain to electronic information, Federal travel management, and property and facilities management
3. Demonstrated experience in managing technology driven change, and in implementing business process reengineering, continuous improvement, benchmarking and information technology initiatives that result in improved operational performance and customer service.

Desirable

1. Ability to represent the administrative management policies and objectives of a major organization to a wide variety of internal programmatic staff and external customers including the scientific community, organizations such as institutional sponsored research offices, and operations support contractors, and to foster communication, cooperation, and collaboration in support of those objectives.
2. Broad knowledge of current developments and trends in the public and/or private sectors relevant to state-of-the art practices for incorporating technology into involving administrative management functions.

GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veterans preference does not apply and there are no grade restrictions. New appointees to the SES are required to serve a one-year probationary period. **Final selection of career appointees requires the approval of the U.S. Office of Personnel Management. OPM approval will be based on the selectee's background in the following 5 executive core qualification areas: (1) Leading Change, (2) Leading People, (3) Results Driven Leadership, (4) Business Acumen, and (5) Building Coalitions/Communication. These areas are incorporated in the 5 executive/managerial requirements for the position. Information about the leadership requirements for SES-level positions is available on the U.S. Office of Personnel Management website at www.opm.gov/ses/handbook.html. The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.**

EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

APPLICATION INSTRUCTIONS

Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

- 1.) **Resume or other application format of your choice.** Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* (OF 510) provides information on the federal job application process; it is available on OPM's website at www.opm.gov/forms/html/of.htm.
- 2.) Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.
- 3.) NSF Form 1232, "Applicant Survey." **Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.**

APPLICATION SUBMISSION: Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20030016-C, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage www.nsf.gov. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact on this vacancy announcement.

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NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER